City of Auburn/ Cayuga County Homeless Task Force
2014 Local HUD Continuum of Care Competition

__NEW Project Application__

A. Project Information
Project Name:
Total HUD Request: $ **Grant Term:**
Project Type: ☐**Rapid Re-Housing**   ☐**Permanent Supportive Housing**   ☐**Youth Project**

B. Recipient Organization Information
Organization Name:
Director:
Address:
City: **Zip Code:**
Telephone: **Fax Number:**

Application Contact Person Information
Name:
Telephone: **E-Mail:**

2014 Community Priorities
Which 2014 Community Priority(ies) does the proposed project address?

C. PROJECT OVERVIEW

# of Units:_____

# of Beds: _____

Households	Households with at least one adult and one child	Adult Households without Children	Households with only Children	Total
Total Number of households				
Total Number of Adults				
Total Number of Children				

Number of Units Dedicated to the Following Sub-populations	Households with at least one adult and one child	Households Without Children	Households With Only Children	Total
Chronically Homeless Non-Veterans				
Chronically Homeless Veterans				
Non-Chronically Homeless Veterans				
Chronic Substance Abuse				
Person With HIV/AIDS				
Severely Mentally Ill				
Victims of Domestic Violence				
Physical Disability				
Developmentally Disabled				
Persons not represented by listed sub-populations				

PLEASE LIMIT ALL NARRATIVE RESPONSES THROUGHOUT THE APPLICATION TO NO MORE THAN <u>500 WORDS PER QUESTION</u>.

<u>PROJECT NARRATIVE</u>

1. Please provide a brief summary of your project *(less than 100 words)*

2. Please provide a brief history of your organization. Include the organization's experience with working with homeless populations.

3. Describe the community's need for your proposed project. What current gap(s) is (are) addressed? How will your project be unique from similar projects in the community?

4. Describe the type of services that will be provided. *(How do services move participants through the CoC? Are services on-site or through referral? How frequent are services? Are there follow-up services? What is the project's use of best practice models? etc.)*

5. Describe the target population(s) served by this project. Why do they need the proposed assistance provided by this project? *(Include the target population's age, gender, special needs, etc.)*

6. Describe the physical location and type of housing being proposed. Include whether it is single site, new scattered/rehab units, existing units, etc.

7. Describe how participants access your project. *(What are your outreach methods? Describe the intake criteria/restrictions, referral process, etc.)*

8. Describe how your project ensures that participants will gain access to mainstream resources, ie. TANF, Safety Net, FS, MA, SSI/SSD, etc.

9. Describe how your project will support achievement of system-wide outcomes; ie. – reducing recurring episodes of homelessness (recidivism), reducing lengths of stay in the homeless system, securing and stabilizing in permanent housing, etc. How does this project align with Opening Doors, both the Federal and the local 10 year plan strategies to end homelessness? See: www.usich.gov/opening_doors/

10. Describe how your organization is involved in community-wide efforts to address homeless issues in Cayuga County. *(ex. – Homeless Task Force, committees, etc.)*

11. Will your project serve homeless households with children?   ☐ Yes   ☐ No
    If yes, please answer the following:
    a. What will be the job title of the person in the project who acts as the educational liaison?
    b. What will the responsibilities of this position be? *(How will they ensure that children are enrolled in school, connected to Head Start, Part C of the Disabilities Education Act, and the McKinney Vento education services)*
    c. What is your project policy to ensure that the age or gender of a child under the age of 18 is not used as a basis for denying admission to your project?

12. **For New PSH Projects Only:** How will project prioritize the most vulnerable chronically homeless? Describe your project policies/procedures that utilize housing first approaches?

    For New RRH Projects Only: How will project prioritize households with children? How will the major service components of your project be designed to be both rapid and will stabilize families in permanent housing.

13. Assuming new project awards are announced in April, 2015, what is the timeline for project implementation? (For projects created through reallocation in the 2013 NOFA, please assume awards will be announced in July, 2014.)

14. Will your project use Energy Star equipment/appliances and/or plan for the purchasing of Energy Star products for new or replacement equipment/appliances?

<div align="center">☐   Yes   ☐ No</div>

PROPOSED PROJECT PERFORMANCE MEASUREMENTS

1. Identify the HUD National and CoC Performance Measurements that are applicable for your proposed project. How will your project support participants in meeting or exceeding each of these benchmarks?

2. Please share any project-specific measureable outcomes that will be established for this project. (ie. – 60% of participants who did not have a GED or high school diploma enrolled in school). Please include whether you will use HMIS to track these outcomes or if you will use another data collection tool.

FISCAL INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTIONS **IF YOU CURRENTLY HAVE ANOTHER COC PROJECT:**

1. Have you requested an extension for your most recent contract year?   ☐Yes   ☐ No

2. Start and end date of your most recent HUD award (current contract year):
    (If extension has been granted, make sure current contract year reflects the extension granted)

    _____ to _____

3. Total amount of award: $ _____

4. Amount of funds not drawn down: $ _____

5. Do you anticipate you will have unexpended funds at the expiration date of your current contract?
    ☐ Yes   ☐ No   If yes, how much? $_____

6. Have you had unexpended HUD funds at the expiration of grant terms in the past 3 years?

    ☐ Yes   ☐ No   If yes, how much? 2013 $_____
                                                               2012 $_____
                                                               2011 $_____

7. When was your most recent HUD monitoring visit? _____

   If it was less than three years ago, and you have not submitted a copy of the monitoring report in the past, please attach to your application.

IF YOU ARE NOT CURRENTLY RECEIVING HUD COC FUNDING:
1. Briefly describe your organization's internal process for grant management and fiscal policies.
2. Describe the experience of the applicant and potential sub-recipients (if any) in leveraging other federal, state, local, and private sector funds.
3. Describe the basic organization and management structure of the applicant and sub-recipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.

Attachments: *(Please check and submit the following that apply to your project application)*
- ☐ Application
- ☐ Budget
- ☐ Proof of 501 (c)(3) status
- ☐ Most recent audited financial statement
- ☐ Documentation of Match and Leveraging
- ☐ Other attachments; i.e. - proof of Site Control, Zoning Compliance, etc. if applicable

ASSURANCES

To the best of my knowledge and belief, all information in this application is true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the following:
- Applicant will complete the HUD Project Application forms with the same information as contained in this application unless the Project Selection Committee has made adjustments during the rating/ranking process. Those adjustments would supersede this document and are included in the Project Ranking Letter sent to each applicant
- Applicant understands that The Rescue Mission, as the CoC lead for City of Auburn, coordinates the local application process and it is necessary to begin the process before HUD releases the 2014 Notice of Funding Availability (NOFA). Any changes that need to be made by the projects will supersede this document.
- Applicant agrees to participate fully in the Homeless Management Information System (HMIS).
- Applicant agrees to a user fee payment for the HMIS System.
- Applicant agrees to abide by all CoC Written Standards applicable to the project that funding is requested for.
- Project agrees to participate in the Coordinated Entry system, which includes the use of a Common Assessment tool, when fully implemented in the CoC.
- Applicant understands that HUD CoC funded homeless projects are monitored by the Monitoring Committee. This can include an annual site visit, annual submission of the applicant's most recent APR submitted to HUD, and submission of the most recent audited financial statement.
- If awarded funding, the applicant agrees to inform CoC Lead Agency when the following occur:
  - ✓ The organization has staff vacancies for a duration of time that could affect the projected number of participants served, or result in HUD funds not being fully expended.

- ✓ There are changes to an existing project that are significantly different than what the funds were originally approved for, including any budget amendments/modifications submitted to HUD.
- ✓ There is an increase/decrease of other funding to the project that could affect the projected number of participants served, services provided, ability to meet matching or leveraging requirements, etc.
- ✓ There are significant delays in the start-up of a new project.

Name: (please type)	
Title:	
Phone:	
Email:	
Signature: (if application is scanned)	
Date:	